



Trustee Code of Conduct (reference section 6 of the Governance Handbook)

I accept the office of Trustee of WHUK and I declare that, to the best of my knowledge, I am not excluded from appointment as a Trustee under the criteria of clause 12(2) of the Constitution or disqualified by virtue of section 178-180 of the Charities Act 2011 (as amended).

I agree that, if not elected as a Trustee by virtue of being a representative of a member organisation, I will become subject to the terms and conditions for an individual (voting) member of WHUK.

General

- I will respect and uphold the duties of a Trustee as set out in clause 12(1) of the Constitution and in the Principles of Good Governance endorsed by the Charity Commission.
- I will act within the terms of the governing documents of the CIO, as apply to me, and of the law, and abide by the policies and procedures of the organisation.
- I will support the objects of WHUK, championing it, using the skills and knowledge I have to further these objects and seeking expert advice where appropriate.
- I will not bring WHUK into disrepute and will do my best to prevent reputational damage to the CIO.
- I will be an active trustee, making my skills, experience and knowledge available to the CIO and contributing outside formal meetings.
- I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of the CIO and its social, political and economic environment.
- I will use resources of WHUK responsibly, and when claiming expenses will do so in line with its policies and procedures.
- I will seek to be accountable for my actions as a Trustee and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that the CIO is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

Managing Interests

- I will not gain materially or financially from my involvement with WHUK or the use of its assets unless specifically authorised to do so.
- I will act in the best interests of the CIO as a whole, and not as a representative of any group – considering what is best for the CIO and avoiding bringing it into disrepute.

- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with WHUK policy. I understand that a failure to declare a conflict of interest may be considered to be a breach of this Code.

Governance

- I will actively contribute towards improving the governance of the CIO, participating in recruitment, induction, appraisal and training and sharing ideas for improvement with the board.

Meetings

- I will use my best endeavour to attend all appropriate meetings and other appointments of WHUK or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with the CIO.
- I will prepare fully for all meetings and complete agreed tasks in the agreed time which have been assigned to me and which I have accepted. 18 Last updated: March 2021
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered, respectful and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

Relations with Others

- I will endeavour to work considerately and respectfully with all those I come into contact with at WHUK. I will respect equality, diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees, staff and volunteers may be different, and I will seek to understand and respect the difference between these roles.
- I will seek to support and encourage all those I come into contact with. In particular, I recognise my responsibility to support the chair and the staff.
- I will not make public comments about the organisation unless authorised to do so.

Leaving the Board

- I understand that substantial breach of any part of this Code, or my becoming legally ineligible to be a trustee, may result in procedures being put in motion whereby I am asked to resign from the board, following an opportunity to be heard.
- In the event that I am asked to resign from the board on grounds provided by statute, the Constitution or the adopted policies of the Board, I will accept the majority decision of the board in this matter and resign at the earliest opportunity.
- If I wish to cease being a trustee of WHUK at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.